



STATE OF MAINE

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Office for Family Independence

FOOD SUPPLEMENT EMPLOYMENT AND TRAINING
PROGRAM

ANNUAL PLAN

FFY 2021
(October 1, 2020-September 30, 2021)

Submitted August 2020

Maine Food Supplement Employment and Training Plan (E&T)
FFY 2021 (Oct 1, 2020 – Sept 30, 2021)

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Part A: Cover Page and Authorized Signatures

State: Maine

State Agency: Department of Health and Human Services, Office for Family Independence

Federal FFY: 2021 (October 1, 2020 – September 30, 2021)

Date: August 2020

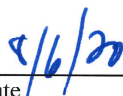
Primary Contacts: Complete the table with the name, title, phone and email address for those State agency personnel who should be contacted with questions about the E&T plan. Add additional rows if needed.

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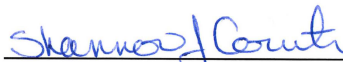
<Signature of Authorized Person>



Tony Pelotte, OFI Director


Date

Certified By:

<Signature of Authorized Person>


Shannon Courtois, Program Financial Officer


Date

Part B: Assurances

Assurance Statements	
<i>Check box at right to indicate you have read and understand each statement.</i>	
I. The State agency is accountable for the content of the State E&T plan and will provide oversight of any sub-grantees.	X
II. The State agency is fiscally responsible for E&T activities funded under the plan and is liable for repayment of unallowable costs.	X
III. State education costs will not be supplanted with Federal E&T funds.	X
IV. Cash or in-kind donations from other non-Federal sources have not been claimed or used as a match or reimbursement under any other Federal program.	X
V. If in-kind goods and services are part of the budget, only public in-kind services are included. No private in-kind goods or services are claimed.	X
VI. Documentation of State agency costs, payments, and donations for approved E&T activities are maintained by the State agency and available for USDA review and audit.	X
VII. Contracts are procured through competitive bid procedures governed by State procurement regulations.	X
VIII. Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.	X
IX. E&T education activities directly enhance the employability of the Participants; there is a direct link between the education activities and job-readiness.	X
X. Program activities and expenses are reasonable and necessary to accomplish the goals and objectives of SNAP E&T.	X
XI. The E&T Program is implemented in a manner that is responsive to the special needs of American Indians on Reservations. State shall: consult on an ongoing basis about portions of State Plan which affect them; submit for comment all portions of the State Plan that affect the ITO; if appropriate and the extent practicable, include ITO suggestions in State plan. (For States with Indian Reservations only)	X

By signing on the cover page of this document, the State Agency Director (or Commissioner) and financial representative certify that the above assurances are met.

Acronyms

This document uses the following acronyms:

ABAWD	Able-bodied Adult without Dependents
ACES	Automated Case Eligibility System
AETC	Axiom Employment and Training Technical Center
CAP	Community Action Program
CSSP	Competitive Skills Scholarship Program
DHHS	Maine Department of Health and Human Services
ESL	English as a Second Language
FFD	Family Futures Downeast, an E&T Provider
FS	Food Supplement Program, Maine's SNAP Program
FSET	Food Supplement Employment and Training Program
HOPE	Higher Opportunities for Pathways to Employment
MDOL	Maine Department of Labor
MEOC	Maine Educational Opportunity Center
NWDB	Northeastern Workforce Development Board
OFI	Office for Family Independence, an agency within DHHS
PaS	Parents as Scholars Program
SCEC	Sunrise County Economic Council, the fiscal agent for FFD and Start Up Downeast
TANF	Temporary Assistance for Needy Families
WIOA	Workforce Investment Opportunity Act

Part C: State E&T Program, Operations and Policy Overview

Table 1 summarizes Maine’s Food Supplement Employment and Training (FSET) information, with further detail provided in the narrative following the table.

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)	
I. Summary of the SNAP E&T Program	<p>Maine Department of Health and Human Services (DHHS) Office for Family Independence (OFI) administers Maine’s Supplemental Nutrition Assistance Program (SNAP) Employment and Training program, which in Maine is called the Food Supplement Employment and Training (FSET) Program.</p> <p>The mission of Maine FSET is to assist Maine families receiving the Food Supplement benefit to become more self-sufficient. The primary emphasis of Maine’s FSET program is on provision of job search training, educational components, and Participant supports to remove barriers, with the goal of achievement of employment and self-sufficiency for Maine’s Food Supplement population. This training is individualized to the needs of Participants, as determined by assessment. All Participants receive case management.</p> <p>Maine’s FSET plan serves Food Supplement recipients who voluntarily enroll in FSET programs and primarily targets services to work registrants and able-bodied adults without dependents (ABAWDs) who are subject to federal work requirements. Services are designed to assist Participants to gain skills that will assist them in obtaining more self-sufficient employment.</p> <p>Maine FSET contracts with Providers with expertise in employment and training to cover allowable service components as defined in the <i>USDA Employment and Training Toolkit</i>, including job search training, work experience, education (basic and post-secondary), and job retention. Case management is a critical function that is integrated into all of these components. Maine FSET requires contracted Providers to deliver services components that meet the federal definitions and standards identified in the SNAP E&T Toolkit.</p>

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

<p>II. Program Changes</p>	<p>This Plan year the Maine FSET program is further expanding its third-party reimbursement model with geographic expansion of one current program and addition of two new FSET programs. The two new programs will both provide post-secondary educational opportunities for FSET Participants. These program changes are as follows:</p> <ol style="list-style-type: none"> 1) Goodwill NNE will expand its Job Connection FSET program to York County, primarily serving Participants in Sanford and Biddeford. York County programming will be operated and managed out of the Portland Job Connection location offices, by adding an additional team serving York County. This will double the teams and number of Participants that can be served through the Portland/York County Job Connection program this year. 2) Maine FSET is adding a new FSET program operated by Sunrise County Economic Council (SCEC), the Provider that serves as fiscal agent for Family Futures Downeast. The new FSET program is called Start Up Downeast and will be operated in partnership with Washington County Community College and the Machias Valley Center for Entrepreneurship. The program will offer certificate and associate degree programs in Adventure Recreation and Tourism, Automotive Technology, Business Management, Computer Technology, Early Childhood Education, Engine Specialist, Entrepreneurship, Heating Technology, Heavy Equipment Maintenance, Heavy Equipment Operations, Mechanical Technology, Mechanical Technology/Passenger Vehicle Specialty, Medical Assisting, Plumbing Technology, Powersport Equipment/Small Engine Technician, Residential & Commercial Electricity, and Welding Technology. In addition to these programs, Participants intending to start small businesses may also receive intensive entrepreneurial training, one-on-one coaching, financial and business counseling, a financial literacy curriculum and assistance in building a business plan. 3) The Maine FSET program will renew its partnership with Maine Department of Labor through the Competitive Skills Scholarship Program (CSSP). Students receiving this scholarship are enrolled in multiple post-secondary programs statewide and will have an option to enroll in Maine FSET and can choose to receive their FSET and case management through a CSSP Navigator, or through one of the
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Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

	<p>other contracted Maine FSET Providers. Participants requiring more intensive or comprehensive case management will be encouraged to enroll with a contracted FSET provider such as Goodwill NNE. This collaboration will also be a third-party reimbursement program, and the 50% reimbursement will be reinvested in the CSSP program to increase FSET CSSP scholarship opportunities. This collaboration will increase post-secondary educational opportunities for FSET participants in expanding allowable degrees to the degrees (Certificate, Associate's, and bachelor's) required for the occupations defined by Maine Department of Labor as high-wage and high-demand.</p>
III. Workforce Development System	<p>Note that coordination with Workforce Development is also addressed in Addendum A.</p> <p>In development of this annual Plan, the Department collaborated with Maine Department of Labor through several interdepartmental meetings to discuss workforce development. These meetings continue and have resulted in a plan for both Departments to work together on SNAP E&T projects in a strategy to enroll more Competitive Skills Scholarship Program (CSSP) students who are SNAP recipients in FSET programming. MDOL will also work with FSET to develop a plan to expand employer-based programming and apprenticeship program opportunities with FSET Providers. These initiatives will utilize third party reimbursement model funding.</p> <p>FSET staff also has additional strategies to coordinate with the workforce development system. Through its contract with Goodwill of Northern New England, Maine FSET has the benefit of contracting with the WIOA provider for the six coastal counties (Goodwill Northern New England), whose Director of Workforce Development is involved with Maine's Workforce Board. Goodwill also delivers community vocational rehabilitation services in three of five state regions through a contract with Maine Department of Labor. This Goodwill NNE contract affords robust coordination with other services such as WIOA and Vocational Rehabilitation for FSET Participants.</p> <p>Further meetings with workforce development boards have been delayed during this planning stage due to difficulty in scheduling meetings during COVID 19 closures but will be scheduled as soon as possible.</p>

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

IV. Other Employment and Training Programs	<p>Maine FSET will continue to collaborate to the extent possible with TANF, Vocational Rehabilitation, HOPE, other employment and training programs, as well as WIOA and one-stop CareerCenter staff.</p> <p>As an example of collaboration, the FSET program in Washington County (Family Futures Downeast) enrolls both TANF and Food Supplement families, and a monthly meeting occurs with the TANF employment and training provider (Fedcap) to ensure that services are coordinated with no duplication and that TANF recipients are funded with TANF funding whenever they receive a TANF cash benefit. OFI staff participate in these calls. FFD also works closely with the Maine Department of Labor One-Stop CareerCenter to enroll eligible Participants in the Competitive Skills Scholarship Program and other CareerCenter services.</p> <p>Another example of FSET’s collaborative work is with the Higher Opportunities and Pathways to Employment (HOPE) program, which is also operated by the OFI at Maine DHHS. The HOPE program enrolls low-income parents into educational programming and reimburses supports for them during their programming. Some FSET Participants are co-enrolled in the HOPE program. OFI staff routinely work together and hold regular meetings to coordinate and assure that Participants’ needs are best met with no duplication of service.</p> <p>OFI has oversight for SNAP, TANF, and General Assistance programs, and eligibility and enrollment are confirmed in the State’s Automated Eligibility System (ACES) by OFI. This allows Program Managers of those programs to coordinate services and ensure no duplication of funding and efforts.</p>
V. Consultation with Tribal Organizations	<p>Family Futures Downeast works closely with tribal leaders in its programming and has several Passamaquoddy families enrolled currently. FFD staff works to coordinate services and transportation and to deliver culturally competent services. Tribal staff are included on the Board of Directors for FFD. Training in cultural competency has also been delivered to FFD and FSET staff to ensure culturally appropriate services are being delivered to all tribal members.</p> <p>Maine has not yet conducted a formal tribal consultation directly with tribal chiefs this year due to travel restrictions and difficulty setting up meetings during COVID 19 closures. Maine FSET staff plans to meet with tribal staff and expand tribal consultation in this federal fiscal year as soon as meetings</p>

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

	can be conducted.
VI. State Options in E&T Participants	<p>Maine does not enroll recipients in FSET until they are identified in ACES as being open on the federal Food Supplement benefit. Providers are required to send a monthly roster of enrolled individuals to OFI so that continued eligibility status can be confirmed for each month of participation.</p> <p>OFI staff provides ABAWD contact information on a weekly basis to Goodwill NNE so that staff can conduct outreach to newly enrolled ABAWDs. This approach will also be utilized by Start Up Downeast. This approach assists contracted Providers subject to DHHS confidentiality agreement to directly market their FSET programming with clients.</p> <p>FSET services are available to those who are categorically eligible and to zero benefit households. All FSET services are voluntary.</p>
VII. Screening Process	<p>A majority of referrals come from contracted Providers through reverse referral. In addition, referrals may come through DHHS from its FSET website at: https://www.maine.gov/dhhs/ofc/programs-services/food-supplement/fset. Inquiries are directed to contracted Providers who then screen and assess applicants.</p> <p>The State Agency has final decision-making authority for FSET programming, including determination of enrollment, continued eligibility, and funding. Providers submit a DHHS Release of Information and Initial Screening tool for applicants, which is reviewed by Maine OFI staff to make this determination.</p>
VIII. Conciliation Process (if applicable)	Not applicable, as FSET is entirely voluntary.
IX. Disqualification Policy	Maine uses federal guidelines in 7 CFR §273.7 to develop rules for disqualifications specific to work provisions. Disqualification policy for work requirements is promulgated in the Maine Food Supplement Manual, Chapter 301, Section FS 111-5. Section 111-5 identifies disqualification provisions for work requirements, as well as exemptions, ending disqualification for general work registration, employment and training programming, work requirements for special groups such as those also

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

	<p>subject to other work requirements (such as receiving TANF or unemployment compensation benefits), and job quit and voluntary reduction in work effort.</p> <p>Employment and Training: Disqualification policy is not applicable for FSET as defined in this Plan, since it is currently a voluntary program.</p> <p>Disqualifications for general work requirements beyond employment and training programming are summarized below:</p> <p>Work registration: Household members not showing good cause (with some exceptions for exemption due to TANF or UIB status) are disqualified starting on the first of the month after normal procedures for closing or removal have taken place and continue until the disqualified member complies or becomes exempt (see FS-111-5).</p> <p>Job Quit and Voluntary Reduction in Work: Non-exempt household members (see FS-111-6) are disqualified starting the day of the job quit or voluntary reduction if the violation occurred within 60 days prior to the application date (for applicants), and the first day of the month for non-exempt household members currently receiving benefits. The disqualification period continues until the member becomes exempt for other reasons, gets a new job with comparable salary, or gets a new job of at least 30 hours a week.</p> <p>Disqualification Penalty period for work registration failure, job quit and voluntary reduction in hours is also a penalty of at least one month for the first violation, three months for the second violation, and six months for the third violation.</p>
<p>X. Participant Reimbursements</p>	<p>Participant reimbursements are reimbursed and FSET staff utilize the SNAP E&T Toolkit to determine whether supports are allowable. FSET caps Participant supports to be as consistent as possible with its other federal programs. Limits are per federal fiscal year and subject to federal guidelines at: https://fns-prod.azureedge.net/sites/default/files/ET_Toolkit_2013.pdf. Final approval is made by OFI. These allowable reimbursements are summarized in Provider contract and in the FSET Provider Manual at: https://www.maine.gov/dhhs/sites/maine.gov.dhhs/files/documents/Maine-DHHS-FSET-Provider-Manual-July-2019.pdf.</p>

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

	Item	Maximum Amount Reimbursed (cap) Per Federal Fiscal Year (October 1-September 30).
	Specific Caps for Supports	
	Transportation	Mileage at .45\$ per mile and other modes of public transportation. Transportation will be reimbursed in the most economic manner feasible. When mileage or gas cards are provided, Providers will use .45 per mile as the allowable reimbursement amount to calculate the allowable reimbursement, to follow State of Maine travel guidelines. Gas cards, bus passes and taxi are also reimbursed.
	Childcare	Childcare rates may not exceed the rates set by the Maine Child Care Subsidy Program (CCSP) at: http://www.maine.gov/dhhs/ocfs/ec/occhs/provider-subsidy.htm . Recipients must apply for CCSP funding, and childcare will only be reimbursed through FSET when CCSP is not available. Providers are responsible for assuring that daycare centers or providers are appropriately licensed.
	Eyecare	\$200
	Dental Care (not covered by other insurers)	\$500
	Books and Supplies	\$2000
	Rent	Prior approval is required. Rent can only be reimbursed for emergency situations so that a current FSET Participant may complete an E&T component. Rent is limited to two months of reimbursement per federal fiscal year not to exceed Fair Market Rent set by HUD and published at Maine State Housing Authority site: http://www.mainehousing.org/charts/rent-income-charts . The Provider must demonstrate that all other housing options have been exhausted.
	Uniforms, Work Clothing, Tools, Equipment, and automobile repair	\$1000
Providers confirm that Participants are eligible in the month that services, including Participant supports listed above, are delivered, and then provide		

Table 1: State E&T Program, Operations and Policy Overview (see narrative following this table for more details)

	the services to the Participant. Reimbursement must be documented by the agency and submitted in an invoice in the month following service provision. Some larger reimbursement items such as tuition and automobile repairs require prior approval by OFI and additional documentation and may not be reimbursed if prior approval was not granted.
XI. Work Registrant Data	Maine had 15,780 work registrants enrolled in the Food Supplement program in April 2020. This information was obtained from the agency's ACES eligibility system, by flagging all recipients who meet federal SNAP work registration requirements identified in 7 CFR 273.7(b)(1). Individual identification numbers are used to ensure no duplication in counts. 5293 Work Registrants were also identified as ABAWDs in April 2020. Due to COVID 19, all ABAWDs were exempted from work requirements during this time period. See narrative and tables for more detail and county estimates for Work Registrants and ABAWDs.
XII. Outcome Reporting Data Source and Methodology	<p>Maine FSET will collect and analyze demographic and outcomes data for services provided, which will be used for purposes of program management, evaluation, FNS-583 reporting, and the annual report. Currently this is a manual process with eligibility status confirmed, data collected and analyzed by OFI staff.</p> <p>FSET Providers are required to report status of their Participants that contribute to outcome reporting. Outcomes that will be measured and reported are detailed in Attachment 1 of this document. Only the job search training and educational components are expected to exceed the threshold of 100 Participants that federal guidelines require additional State reporting on.</p>

Narrative Summary of Maine's Food Supplement Employment and Training Program

In FFY'21, Maine will continue its partnership with Sunrise County Economic Council (Family Futures Downeast and Start UP Downeast,) and Goodwill (Augusta, Bangor/Belfast, Lewiston/Auburn, and Portland/York County). Goodwill NNE will expand its services to York County in this Plan year. Maine also will continue contracts with other employment and training agencies including Axiom Employment and Training Center, Community Concepts, and Maine Educational Opportunity Center (MEOC). Maine will reestablish its formal relationship with the Maine Department of Labor Competitive Skills Scholarship Program. Maine will amend its plan as contracts with other Third-Party reimbursement model E&T Providers can be developed.

Population Served and Recruited by FSET Services

Maine has previously requested that Providers target services to ABAWDs who historically have been subject to specific work requirements and time-limited benefits. As of the date of this plan submission ABAWD work requirements are suspended due to the COVID-19 pandemic. ABAWDs and work registrants will continue to be a priority target population regardless of the status of ABAWD waivers impacting work requirements.

Maine ensures delivery of culturally appropriate services through its projects to better address the special needs of new Mainers, adults with behavioral health conditions, and tribal populations. Maine primarily addresses tribal consultation requirements through its contractor at Family Futures Downeast, which actively works with the Passamaquoddy tribe to recruit and enroll Participants in its programming and includes tribal leaders in its advisory board. FFD staff note that 8 of 13 families in its fourth cohort in Calais are tribal members, mostly residing on the Passamaquoddy reservation.

In addition, Maine FSET serves other special populations:

- Family Futures Downeast provides a unique, two-generational approach to parents in its post-secondary program in the most rural and poor area of the state, which is also where Maine's largest concentrations of Passamaquoddy Indians reside. FFD also provides training in Adverse Childhood Experiences (ACES), which assists all staff who work with families experiencing poverty and food insecurity.
- Axiom provides services to residents who reside in rural areas of Washington county. Most programming is for training in medical occupations such as Certified Nurse's Aides, Certified Residential Medication Assistants (CRMA) and Personal Support Specialists (PSS).
- Community Concepts provides E&T services to residents of the Lewiston area, many of whom are new citizens with Limited English Proficiency. Services include job search training, a construction skills program, and a manufacturing program in coordination with Central Maine Community College.
- Maine Educational Opportunity Center (MEOC) enrolls students statewide in community colleges and the University of Maine system.

As other agencies are enrolled with Maine FSET, the Department will ensure that they meet the special needs of Maine's rural and other special needs populations.

FSET Providers will also inform applicants indicating they receive Food Supplement benefits about FSET employment and training opportunities. If Food Supplement recipients indicate interest, they will be screened for eligibility and assessed after a release form is signed allowing confirmation of eligibility with the OFI.

The following tables show the gender and geographic location of Maine's Work Registrant and ABAWD populations. These numbers are used for estimating numbers of Participants.

ABAWDS BY COUNTY AS OF April 2020						
County	Male	Male Percent	Female	Female Percent	Total Count	Total Percent
Androscoggin	337	60	227	40	564	100
Aroostook	285	56	220	44	505	100
Cumberland	414	58	303	42	717	100
Franklin	60	53	53	47	113	100
Hancock	89	54	76	46	165	100
Kennebec	310	61	201	39	511	100
Knox	49	49	50	51	99	100
Lincoln	50	55	41	45	91	100
Oxford	193	61	125	39	318	100
Penobscot	468	61	298	39	766	100
Piscataquis	66	62	41	38	107	100
Sagadahoc	43	63	25	37	68	100
Somerset	211	58	152	42	363	100
UNKNOWN	1	13	4	50	8	100
Waldo	72	50	73	50	145	100
Washington	167	57	125	43	292	100
York	249	54	212	46	461	100
TOTAL	3064	58	2226	42	5293	100

Work Registrants as of April 2020						
County	Male	Male Percent	Female	Female Percent	Total	Total Percent
Androscoggin	674	42	949	58	1623	100
Aroostook	600	44	764	56	1364	100
Cumberland	826	42	1122	58	1948	100
Franklin	174	46	201	54	375	100
Hancock	213	38	341	62	554	100
Kennebec	604	41	855	59	1459	100
Knox	138	36	244	64	382	100
Lincoln	136	42	185	58	321	100
Oxford	452	42	614	58	1066	100
Penobscot	957	46	1119	54	2076	100
Piscataquis	155	47	172	53	327	100
Sagadahoc	101	37	169	63	270	100
Somerset	495	44	636	56	1131	100
Unknown	1	11	5	55	9	100
Waldo	214	40	327	60	541	100
Washington	357	46	424	54	781	100
York	614	40	939	60	1553	100
TOTAL	6711	43	9066	57	15780	100

Since Maine does not have a statewide E&T program reaching all rural areas, collaboration with one-stop CareerCenters remains essential. FSET staff encourage recipients who inquire about FSET but are not located in an area with FSET services to utilize services at all Maine Department of Labor One-Stop CareerCenters statewide, covering all sixteen Maine counties. These services are self-initiated by recipients and are not be included in this plan as part of Maine's FSET program. Recipients are informed of CareerCenter locations in Augusta, Bangor/Belfast/Ellsworth, Brunswick, Calais, Lewiston, Machias, Portland, Presque Isle, Rockland, Skowhegan, Springvale, and Wilton. Services at these locations include interaction with a CareerCenter Consultant serving the general public, and include assessment and various workshops, such as resume development, interviewing skills, and jobs available for individuals with a criminal history. Statewide workshops are also on the Maine Department of Labor Bureau of Employment Services website at: <http://www.mainecareercenter.com/>. These centers also serve as referral sources for other employment and training services available in Maine, including WIOA providers. The Department will also continue to collaborate with WIOA providers to the fullest extent possible to ensure that recipients are served, though E&T funds are not utilized for this purpose.

FSET Provider Profiles

I. Sunrise County Economic Council Employment and Training Programs:

1. Family Futures Downeast, Machias and Calais (Third Party Reimbursement Model)

Family Futures Downeast (FFD) is a two-year program that creates access to post-secondary education and employment opportunities for parents with young children in Washington County. FFD was designed using a two-generational approach that combines post-secondary education and workforce development with high-quality early education for FFD children. The program utilizes services and supports coordinated by seven lead agencies, with more than 25 individual community agencies participating, to provide comprehensive supports required for the Participants to succeed, including transportation and technology resources, a personally relevant and stimulating curriculum with access to appropriate educational remediation, and strong emotional, social, and career pathway supports. These strategies significantly increase the number of low-income parents who can enroll in college in Washington County and who leverage education as a pathway to self-sufficiency. FFD enrolls Participants into annual cohorts, and in this Plan year, is serving its fifth cohort of student families.

Washington county residents face significant barriers in finding and retaining sustainable employment. It is an extremely rural county, and poverty rates are at 20%. Washington County also has the lowest educational attainment rate in the state. While

it is the largest county in Maine, it is home to only 32,000 people, of which 3,600 are members of the Passamaquoddy Tribe.

FFD intentionally removes the economic, cultural, and logistical barriers that make going to college difficult for many parents, so they can thrive as students. Within the program, Participants will gain the confidence and the ability to pursue educational and career goals, just as their children will benefit from outstanding, high-quality early education at campus-based centers. Students apply and enroll at the University of Maine at Machias or Washington County Community College.

The FFD program hopes to change outcomes for parents, their children, and the institutions and organizations that partner to make it a success. Using local and national expertise and best practices, FFD combines rigorous post-secondary and early learning programs with comprehensive social, emotional, and financial supports in a whole-family approach.

FFD was designed collaboratively by Washington County academic and social service professionals with substantial input from potential Participants. The collaboration began by acknowledging the profound challenges Participants need to overcome in order to succeed in college. FFD parents come with a legacy of generations of poverty, trauma, exposure to violence, substance abuse and addiction, and often a profound loss of hope generated by those experiences. FFD's 360-degree supports help to ensure students' basic needs are met and combined with intensive, structured coaching that builds skills and gives parents the opportunity to imagine and pursue the future they want for themselves and their children. Students are assessed using standardized tools including Comprehensive Adult Student Assessment Systems (CASAS) and Accuplacer. FFD relies on a combination of public and private resources in order to sustain this opportunity for Washington County families. FFD was designated as one of ten Rural IMPACT sites through the White House.

Maine FSET will work with FFD by providing financial assistance as detailed in this plan. Maine FSET will only provide FFD funding for families who are currently open on the Federal Food Supplement benefit and do not receive TANF benefits, to ensure no duplication of services. Financial participation will be determined by a monthly roster that confirms benefit participation and FSET eligibility for each Participant. Only FFD Participants who meet FSET eligibility in a monthly roster will be counted as FSET Participants, though FFD additionally serves non-FSET participants.

Program Costs

For FSET Participants, FFD will use a third-party reimbursement method where the Provider uses non-federal funds for programming, for which allowable costs are reimbursed at 50% by USDA E&T funds, and 75% for tribal members. No State dollars are utilized for this project.

FFD student Participants are counted as FSET Participants if they are receiving a Food Supplement benefit and are not currently receiving a TANF cash benefit. This information is obtained from monthly rosters submitted to the Department by the 15th of each month. Only Participant supports such as transportation (including allowable vehicle repairs), books, tools and equipment, and childcare costs (also included in early childhood education) for each FSET Participant will utilize SNAP E&T funds. Other costs for FFD Participants are reimbursed through TANF funding and other non-federal funds. Program costs funded by TANF are not included in this Plan's breakdown of total funding, which is confirmed by the monthly roster. The total FSET program cost for this project is \$248,666. Participant Supports total \$229,542, which will be reimbursed at 50%. FSET will utilize 100% funds totaling a maximum of \$5000 for staff to travel to National E&T Forum and/or regional meeting attendance.

2. SCEC- Start Up Downeast, Calais (Third Party Reimbursement Model)

SCEC's new FSET program called Start Up Downeast is designed to improve economic outcomes for low-income college students pursuing certificates and degrees in fields that could lead to small business creation. Start Up Downeast is a collaborative effort among Sunrise County Economic Council (SCEC) Entrepreneurship and Family Futures Downeast (FFD), Washington County Community College (WCCC), and the State of Maine Office for Family Independence. This program will be delivered via a cohort model of approximately 25 SNAP Employment & Training eligible students enrolled in WCCC one- and two-year programs that may include Adventure Recreation and Tourism, Automotive Technology, Business Management, Computer Technology, Early Childhood Education, Engine Specialist, Entrepreneurship, Heating Technology, Heavy Equipment Maintenance, Heavy Equipment Operations, Mechanical Technology, Mechanical Technology/Passenger Vehicle Specialty, Medical Assisting, Plumbing Technology, Powersport Equipment/Small Engine Technician, Residential & Commercial Electricity, and Welding Technology.

Start Up Downeast aims to improve self-sufficiency through intensive one-on-one coaching, financial and business counseling, and cohort participation opportunities; identifying, setting, and tracking goals—both personal and career-related; gaining financial education and skills through financial literacy curriculum; building a business plan; student and business supports; and Participant Supports. Start Up Downeast cohort programming will run in tandem with each student's semester course load. Once each student earns a certificate or degree in their field of study, they may transition from employment readiness to start-up through Machias Valley

Center for Entrepreneurship which will provide students with access to space, business support partners and technical assistance providers, training, and events.

The total FSET program cost for this project is \$319,006. Administrative costs and Participant supports will be reimbursed at 50% to the Provider, up to \$150,098. OFI will provide a one-time 100% reimbursement of \$18,810 to purchase laptops for establishing a laptop loaner program.

II. Goodwill “Job Connection” Program: Augusta/Waterville, Bangor/Belfast, Lewiston/Auburn and Portland/York County

Program Overview:

Goodwill NNE provides multiple employment and training programs and is designated as the WIOA provider for the six coastal counties of Maine. Goodwill has also implemented a privately funded project that provides an intensive case management model for individuals who struggle with behavior health conditions.

Goodwill has developed the privately funded “Job Connection” model, which is a holistic, full engagement program, combining best practices in case management with the best practices to workforce development to help individuals attain and maintain employment while reframing their views of work. The approach is grounded in both research (conducted by The Center for Rural Studies at the University of Vermont) and decades of providing workforce development services in northern New England. Referrals are currently accepted from targeted preferred partners Portland Housing Authority, New Ventures, and other internal Goodwill programs.

Job Connection addresses the whole person by addressing barriers to finding and keeping suitable employment such as domestic violence, transportation, mental health, substance abuse, childcare, housing, and physical well-being. The goal is not just placement in employment, but also stability. Goodwill considers following a Participant beyond placement in employment and offering services to be critical for him or her to reach stability, and it is an essential component of the model.

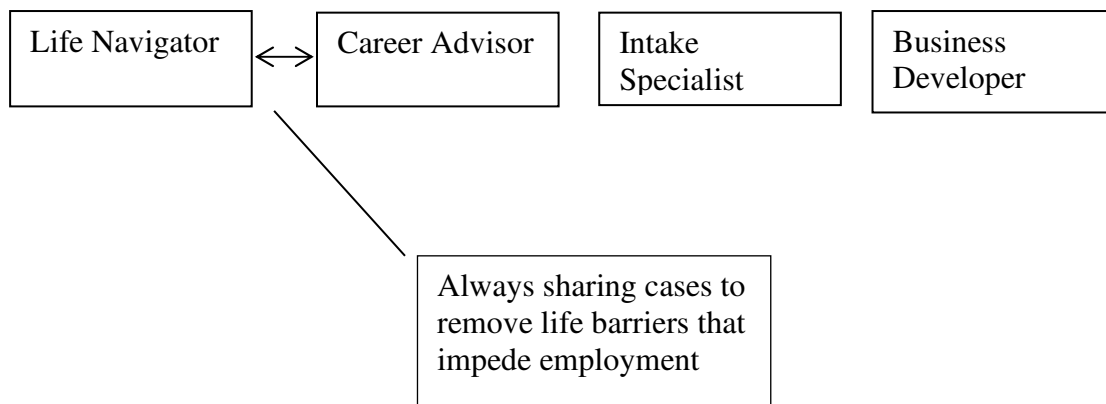
Goodwill engages community organizations and government agencies throughout the state to ensure that individuals have access to needed supports and barrier reduction. Goodwill currently works closely with the Division of Vocational Rehabilitation, the Division for the Blind and Visually Impaired, Maine Department of Labor Bureau of Employment Services, the American Indian Vocational Rehabilitation Program, other offices within the Department of Health and Human Services, Department of Corrections, Area Agencies on Aging, Alpha One (Center for Independent Living), Maine State Housing, Adult Education, United Way, community health providers, case management agencies and multiple other partners.

The Goodwill projects will serve an estimated total minimum of 200 Participants in FFY'21, reaching approximately 80 Participants in greater Portland and York County, 40 in Bangor/Belfast/Ellsworth, 40 in Lewiston/Auburn, and 40 in Augusta/Waterville. Using the current staffing levels, each site will serve no more than an average of 25 Participants at each site at one point in time.

Job Connection Staffing and roles:

Job Connection includes four key staff positions – Life Navigator, Career Advisor, Business Developer, and Intake Specialist.

The team is managed by a Team Leader, who is a licensed, clinical counselor. For Participants who require intensive supports (individuals with multiple life/work barriers), the Life Navigator and Career Advisor will work hand-in-hand to remove life barriers that get in the way of work and build work skills needed to attain and maintain employment, while the Business Developer works ahead of the process establishing business relationships for the Career Advisor to use for job development, assessment, and placement.



The Team Leader of Job Connection will play a key role in tracking participation activities, entering data into the system, and ensuring clear communication between Goodwill SNAP E&T and OFI, allowing other team members to focus on working directly with Participants to increase employment outcomes. The Job Connection team will meet Participants where they are (homes, libraries, etc.), removing transportation as an initial barrier to getting started and building trust with Participants. Goodwill FSET Participants will receive support until they are secure on a pathway to overall stability, armed with the tools to overcome life challenges that interfere with work. Participants who require fewer supports (resume assistance, interview supports and practice, etc.) will receive “light touch” assistance through all Job Connection staff.

Life Navigator: The Life Navigator will act as a “life coach,” to provide case management meeting with the Participant and his/her family to provide hands-on education and skill development, coaching, and counseling to address barriers to employment. The Life Navigator will also monitor progress and service participation and will identify and facilitate other supports to address barriers. The Life Navigator will meet at least monthly (in most cases more frequently) with each Participant to monitor progress.

Career Advisor: The Career Advisor will be responsible for job development and delivering employment skills workshops to Participants. The Career Advisor will have a dual role of providing supports to Participants and to businesses or placement sites. The work of the Career Advisor will be supported by an additional staff member, the Business Developer.

Business Developer: The Business Developer will be responsible for building business networks to ensure that appropriate, sustainable job opportunities exist for Goodwill FSET Participants. Goodwill has a network of over 900 business/employer relationships statewide. The Business Developer will engage the current relationships and build new contacts to increase employment opportunities for FSET Participants.

Intake Specialist: The Intake Specialist will be the first point of contact with SNAP Participants, always meeting face-to-face to collect needed information to determine eligibility for the SNAP program, working directly with OFI with signed consent from individuals seeking to enroll in the program. Part of the eligibility exploration will include ensuring that individuals are not receiving TANF. The Intake Specialist will ensure that FSET Participants understand the services and supports available to them before handing the Participants off to the Life Navigator and/or Career Advisor. The Intake Specialist will also provide support to “light touch” Participants.

Job Connection Services and Process:

Goodwill Job Connection provides the following services:

1. Referral:

Goodwill will be responsible for seeking referrals and working with OFI to determine eligibility.

2. Intake and Assessment:

Goodwill will utilize its Cedar Springs case management system to enroll and track individuals in the FSET project. Cedar Springs is a customizable, efficient program that allows Goodwill to track client referrals, placement, and retention while inputting Participant notes and documents and producing needed reports. The system will be customized to meet all needs of the Goodwill FSET program and track all required measurements.

Upon referral to the program, Goodwill FSET staff will conduct an intake interview with every Participant. The Job Connection intake interview is a comprehensive process that gathers pertinent information about the Participant, including information about work history, transferrable skills, language, housing, transportation, substance use, public assistance, etc. The intake process also documents Participant strengths and needs.

After the intake interview, Goodwill FSET Participants will complete the World of Work Inventory (WOWI). The WOWI is an online career test (available in paper form if needed) that measures multiple aspects of who Participants are in order to help them find the most suitable and satisfying occupation. The WOWI measures interests, aptitudes, and personality, and the WOWI is available in various grade levels and languages. The tool is also accessible to individuals who are blind or visually impaired. Prior to taking the WOWI, Participants will complete a basic skills test, Comprehensive Adult Student Assessment Systems, or CASAS. The CASAS is the most widely used competency-based assessment system in the United States designed to assess the real-world basic skills of adult learners. The CASAS, validated by the U.S. Department of Education and the U.S. Department of Labor, measures the basic skills and the English language and literacy skills needed to function effectively at work and in life.

After the assessment process is completed, Goodwill FSET staff will develop the individual employment plan with the Participant through discussion with the individual about information provided in the intake interview (including strengths and needs) and examination of the results of the WOWI. Timelines for the assessment process will vary for Participants to meet their individual needs.

3. Case Management:

Goodwill's Job Connection model of case management focuses on meeting people where they are and removing life's challenges that impede work. The Goodwill FSET Life Navigator and Career Advisor will work together as a team with each Goodwill FSET Participant. As SNAP Participants enter Job Connection, the Life Navigator will conduct a comprehensive assessment. The Life Navigator will focus on assessing strengths and needs, helping Participants identify barriers to employment, and building the trust needed to assist Participants as they start to reframe the way they view themselves and the role of work in their lives, building the motivation needed to ensure participation in Goodwill FSET and developing a path to self-sufficiency through gainful employment. Part of the Life Navigator's role includes gathering information about the Participant's life and family situation to ensure that needed work supports are in place. The Life Navigator will guide and counsel Participants regarding life barriers to employment, and the Life Navigator will connect each individual to any/all needed supports (such as ESL for individuals who need language supports or mental health counseling for individuals who suffer from anxiety or depression). The Career Advisor will focus on assessing the Participant's interests, aptitudes, experience, and capabilities.

Goodwill staff will use innovative tools and approaches to keep Participants engaged; reducing the amount of time that elapses between communications will minimize “no-shows” and increase participation in program activities. The Job Connection model gives Participants access to a web-based communication page where job opportunities and supports are posted. Staff recognizes that Participants tend to respond more consistently and quickly to text or email communications. Staff will work with each individual to identify and test preferred methods of communication. All communication will be documented in the Participant’s electronic file through the Cedar Springs system. The electronic system will allow staff to track progress and document/monitor progress toward employment. Job Connection will provide life navigation and career advising to Participants who exit the FSET project with a job for a minimum of 90 days with the option for individuals to continue engagement with Goodwill on an as needed basis.

The Job Connection model stresses full engagement of Participants, and Job Connection has a participation rate of over 95%, with very few individuals leaving the program before job attainment. The Job Connection approach teaches Participants about essential job skills, including soft skills and workplace culture, while attending to the issues that have kept them unemployed.

4. Employment and Training:

Job Connection will be delivered to FSET Participants using Employment Workshops with the *Goodwill Works* Curriculum developed by Goodwill International. *Goodwill Works* is based on solid content, derived primarily from the training material and resources from 37 Goodwill members, and adapted from standard corporate training programs. Design features include specific, observable learning objectives, a wide range of interactive teaching/learning activities, and pre- and post-assessments for each module. The curriculum includes twenty-two modules that will be utilized as needed with individual Participants including: attitude, motivation, ethics, self-determination time management, handling stress and anger, self-presentation, self-advocacy, social interaction, team building, conflict resolution, customer service relationships, decision-making, organizational skills, money management, accessing resources, digital literacy, career development, supervised job search, job retention, career advancement, and dependability.

5. Work Experience:

Goodwill NNE will offer work experience to FSET Participants as applicable, working in conjunction with the multiple employers that Goodwill NNE has established relationships with to determine best fit for both the Participant and employer. When federal rules allow for paid work experience, Goodwill NNE will actively recruit its FSET Participants into these programs once assessment determines the Participant ready.

Other Work Experience Opportunities:

Goodwill Industries of Northern New England has a network of thirty Goodwill retail stores throughout the region. Goodwill FSET Participants will have access to work experience and workfare opportunities at the Goodwill retail locations within their immediate area. Additionally, Goodwill has multiple business units (including healthcare services, workforce services, administrative supports, and cleaning services) providing over 2000 jobs. These positions will provide work experience opportunities in multiple areas such as residential programs, cleaning positions, case management, brain injury programs, computer refurbishing, e-commerce, warehouse, recycling, trucking, and administration. Currently, Goodwill has over 900 business partners statewide where Participants complete work experiences (paid and unpaid), OJTs, informational interviews, and job shadows with the ultimate goal of securing gainful employment. Goodwill will leverage these partners and continue to create new partnerships to ensure that Goodwill FSET Participants have access to multiple work sites for work experience, community service, and job placement.

The Goodwill Job Connection model emphasizes the importance of basing employment programming on current local economic conditions and economic growth sectors. Goodwill SNAP staff will use local labor market information to inform employment goals and objectives for each Participant. Staff has access to labor market data and analysis through EMSI, a web-based economic modeling tool. Based on each Participant's skills, work experience, and interests (obtained through the WOWI), Job Connection staff will work with Participants to identify target industries and occupations, especially in high-growth occupations and industries, and set employability goals, objectives, and activities for each Participant. Through the Job Connection approach, the Life Navigator and Career Advisor will bring a broad range of community social service and workforce development resources together, customized to the needs of the individual in a way that fast-tracks Participants into paid work.

6. Job Retention Services:

The pathway to self-sufficiency for most Participants requires finding and keeping a job. With Goodwill's Job Connection model, job retention begins with referral and extends beyond job attainment until Participants report feeling secure with their jobs and their ability to handle the interruptions and stressors of life that can impede employment. The Goodwill Works curriculum specifically addresses retention in the return to work modules. From the first day of services, Participants will know that SNAP E&T is not only about getting a job but also about keeping a job. Job Connection will follow FSET Participants for a minimum of three months post-employment, and Participants will have the option and will be encouraged to continue with Goodwill until they choose to exit the supports at no cost to the SNAP program.

7. Case Management Tool:

Goodwill uses a case management tool developed by Cedar Springs that provides essential functions needed for management of the OFI FSET program, including tracking of assessments, progress notes, and copies of receipts, support requests, and participation in programming. This tool is currently being used by all FSET providers, and Goodwill assists OFI (and its FSET Providers) in coordinating that information kept in the tool, with a .5 FTE position. This plan is an interim plan while OFI continues to explore development of its own case management tool in a future Plan year. The costs of this management tool and the .5 FTE position are funded with 100% funds.

Program Costs:

Maine DHHS will use 50% third party reimbursement funding for all of its Job Connection sites in this Plan year. Maine DHHS also contracts with Goodwill NNE to provide access to their electronic case management system, called the Job Connection Tool. All Maine FSET Providers will utilize the Job Connection Tool to store required information such as release forms, Participant agreements, progress notes, and receipts for Participant supports. Goodwill NNE provides a .5 FTE position to provide support and training to other Providers in use of the Job Connection Tool. This administrative function is paid through 100% funds. Total E&T program costs for Goodwill for this federal fiscal year are estimated at \$1,002,023.40, which combines 50% funding for services and Participant supports and 100% funding for administrative tasks and tuition, for a contract amount of \$563,473.70.

III. Axiom Employment and Training Center

The Department plans to renew a contract with Axiom Employment and Training Center to provide Certified Nurse's Aide (CNA), Personal Support Specialist (PSS), and Certified Residential Medication Aide (CRMA) courses to up to 60 Participants during the plan year, approximately twenty Participants in each course.

Certified Nurse's Assistants (CNA) provide basic care to patients, as well as assist them in daily activities they might have trouble with on their own, such as bathing. CNAs report to either registered nurses or licensed practical or licensed vocational nurses. CNAs must be certified to practice and must be registered by the Maine Department of Health and Human Services. The CNA courses run approximately 12 weeks and includes 200 hours of programming consisting of 40 hours of labs, 90 hours training in a nursing home or hospital, and 70 hours of classroom programming.

Certified Residential Medication Aides (CRMA) are staff trained to pass medications in certain assisted housing programs. CRMAs must pass a standard 24-hour curriculum course approved by Maine DHHS that allows them to pass medications in Level III and Level IV residential care facilities that are served by the Office of Aging and Disability Services. The CRMA standardized curriculum is designed for unlicensed workers, and

successful completion of this course satisfies Departmental training requirements for workers who wish to pass medications in certain assisted housing programs. This course involves a 24-hour curriculum and can only be taught by trainers approved by the Department of Health and Human Services.

Personal Support Specialists (PSS) deliver direct care services in home care programs and residential facilities. PSS are unlicensed entry level staff who must complete a standard program including a minimum of 40 classroom hours and 10 hours of clinicals.

Successful completion of this course satisfies Departmental training requirements for direct care workers for certain home care programs and residential care facilities. This program involves a minimum of 40 classroom hours and a 10- hour face to face clinical component. This program can only be taught by trainers approved the Department of Health and Human Services.

All Participants in these courses will receive case management and job search assistance and will receive support services necessary for them to complete programming and attain employment, such as work clothing (scrubs), books, tools, transportation reimbursement, and childcare.

Axiom also currently provides HISET, tutoring and remedial education to Family Futures Downeast enrollees to get them ready for college level classes, which is reimbursed with non-SNAP funds through the Family Futures Downeast contract.

This Provider will use third party reimbursement model funds and be reimbursed at 50%. The total costs for this contract in FFY'20 are \$41,320, which is 50% of the total cost of \$82,640 associated with delivering these courses.

IV. Community Concepts

Community Concepts is contracting with Maine DHHS to provide job search training and educational components in Lewiston, Maine. Community Concepts is a community-based Community Action Program (CAP) located in a neighborhood with a high concentration of new Mainers, many of whom have limited English proficiency. In addition to job search training, Community Concepts will partner with other agencies and institutions including community colleges and adult education programs to provide specialized training in construction skills, manufacturing technology, and medical assist programs. When necessary, Community Concepts will enroll recipients in English classes or HISET prior to their job training programs to bring them up the English proficiency levels required for such programs. Community Concepts will use third party reimbursement model funds and be reimbursed at 50% and is expected to serve up to 25 Participants in this Plan year. The contracted cost of this program is \$52,740, which is 50% of the total cost of \$105,480 associated with delivering these services and supports. FSET will utilize 100% funds totaling a maximum of \$5000 for staff to travel to National E&T Forum and/or regional meeting attendance.

V. Maine Educational Opportunity Centers (MEOC)

Maine DHHS contracts with Maine Educational Opportunity Centers to enroll Participants in post-secondary community college and university programs and act as the fiscal intermediary to directly reimburse educational institutions for tuition and to provide and reimburse Participants for Participant Supports. MEOC will serve approximately 30 Participant students. Students will also receive essential supports such as transportation reimbursement, books, tools and equipment, and childcare. MEOC also has a certified Loan Default consultant on staff who can assist students in getting out of default. In this year, Maine will use 100% funds for administrative costs and tuition to implement this program, as no non-federal funds were available. Maine will contribute funding for the supports and request 50% federal funding. Maine DHHS will utilize FNS SNAP E&T 100% funds for this contract, and costs for this federal fiscal year are \$108,785.

VI. Competitive Skills Scholarship Program

The Competitive Skills Scholarship Program is operated by the Maine Department of Labor (<https://www.mainecareercenter.gov/cssp.shtml>). The program is for eligible Maine residents to access post-secondary education including certificate programs and two- and four-year degrees, training for industry recognized credentials, and support leading to skilled, well-compensated jobs with anticipated high employment demand. The program is funded with state dollars and enrolls students who are: at least 18 years old and live in Maine, are legally eligible to work in the U.S., are seeking education or training for a job in a high wage, in demand occupation, do not have a marketable post-secondary degree, have household income of less than 200% of the federal poverty level, and have the ability to undertake and complete the education or training program. Many CSSP scholarship recipients are receiving SNAP benefits. Some current FSET Participants in other Maine FSET Provider programs are also receiving CSSP scholarships.

Maine intends to request 50% reimbursement for current FSET Participants in other FSET contracted programs who are receiving CSSP tuition and supports. The 50% reimbursement funds will be put back into the CSSP program specifically to increase available scholarships for low-income and Food Supplement eligible students. In addition, the Departments will work together to recruit Participants into the FSET program if they receive CSSP scholarships and SNAP benefits and would like to enroll in the FSET program. Those who elect to enroll in FSET will have a choice of enrolling with a contracted Provider of their choice to receive case management and other FSET services such as job search training and Participant supports. If they enroll in FSET and elect Maine DOL CSSP navigators as their FSET Provider, the .5 FTE at DOL will coordinate their case management.

The costs for this additional programming will include tuition, Participant supports, and a .5 FTE position at Maine DOL to case manage FSET Participants and complete all administrative requirements of the position. The entire program cost will be \$150,385 with FNS reimbursing 50%. DOL will utilize \$5000 of 100% funds for staff travel to the National FNS Forum or regional meetings and trainings during the Plan year.

Part D: Pledge State Declaration and Summary

NOT APPLICABLE

Part E: E&T Component Details

Narrative

This section overviews the service components available through Maine FSET and the expected numbers of Participants for these components. These projections were used in cost calculations.

Maine anticipates that many SNAP E&T services will need to be delivered remotely during the COVID-19 pandemic. All providers will be required to identify how they will continue operations to meet participants' needs. Providers will be allowed to deliver case management through other modes than face-to-face, such as through telephone and video calls. Also, Providers will be required to develop a laptop loaner program for Participants who require but do not have access to computers in their programming. In some cases, internet access or hotspots may be allowable expenses for students required to do programming remotely.

Maine estimates it will provide FSET services to up to 395 unduplicated recipients over the year. All Participants will receive job search training in addition to any other components that Providers enroll Participants in. Some Participants will receive other components in addition to job search training. Job search training includes case management and assessment as critical activities. All other components include case management as well.

Maine FSET Plan- Unduplicated Participants for FFY'21	
Provider	Number to be Served
SCEC- Family Futures Downeast	30
SCEC- Start Up Downeast	25
Goodwill NNE	200
Axiom	60
Community Concepts	25
MEOC	30
Expanded CSSP Scholarships	25
TOTAL	395

Maine will allow Providers to offer all components detailed in the E&T Toolkit, including job search training, supervised job search (only if meeting new requirements of the Agriculture Improvement Act of 2018), workfare, educational, and job retention components as part of its FSET package. Maine will require contracted Providers to utilize the federal definitions of service components as outlined in *USDA Employment and Training Toolkit* in its provision of services and require Providers to meet those standards. All services are coordinated by FSET

Providers in collaboration with other educational or WIOA providers to ensure no duplication. The individual component details are provided in the table below.

Maine FSET Plan- Expected Participation in E&T Components for FFY'21		
Component	Number expected	Unduplicated Participants per Month
Job Search Training	395	32
Educational (post-secondary and basic education)	200	17
Work Experience	22	2
Job Retention	36	3

All FSET Participants will receive Job Search Training, which is a comprehensive package that includes assessment, case management, job search training, supervised job search, and job retention services. The estimates and cost calculations are combined in Table 2, as it is not possible to break down these components further since the services are provided by the same staff. After assessment, Participants will be enrolled in job search training, workfare, work experience, education, and job retention as appropriate.

Non-Education, Non-Work Components

Job Search Training

Maine's FSET program will cover job search training supports, with the goal of accelerating achievement of employment and self-sufficiency for Maine's Food Supplement population. Job retention services will also be provided to support recipients who have attained jobs during their FSET participation through an FSET contracted Provider. Assessment and case management are included in all of these components.

- **Job Search Training** will be provided for all FSET Participants. Necessary services will be identified and provided to include interview workshops, resume writing, and Maine JobLink registration to apply for jobs online. Participants will also be referred to WIOA whenever appropriate.

An important part of job search training is the individual assessment that occurs during this phase. Assessment will be conducted for every recipient seeking FSET services prior to placement in E&T components. The various tools used by the Providers are detailed in the sections describing services provided by Goodwill and SCEC (Family Futures Downeast and Start Up Downeast), and include World of Work Inventory (WOWI), Comprehensive Adult Student Assessment Systems (CASAS) and Accuplacer. After assessment is completed, recipients who are deemed appropriate for FSET services will be placed in service components.

The goal of the job search training component is for Participants to successfully secure employment either through an employer or through self-employment. Providers will

complete assessments that include creation of a job search plan including setting goals, action steps and objectives when assisting clients with this activity. Providers may assist a Participant with a self-employment plan and development of a business plan. Providers will also deliver on-going support to include assistance during job search and post attainment.

- **Geographic Coverage:** All FSET Providers statewide. Currently Providers are located in Augusta, Calais, Bangor/Belfast, Lewiston, Machias, Portland, and York County. MEOC recruits Participants statewide for all community college and University of Maine locations.
- **Targeted Population:** All FSET eligible Participants. Participation is voluntary for all Participants.
- **Level of participant effort:** 395 Participants, also shown in the table above.
- **Duration:** Services are provided as part of an approved service plan, with duration dependent upon the needs of the Participant.
- **Organizational responsibilities:** OFI and Maine FSET Providers will share management, with responsibilities delineated in contract.
- **Per Participant cost of Participant reimbursement:** Administrative costs and Participant supports are included in the cost per Participant. Participants supports necessary for completing this component are subject to the limits identified in Table 1 of this document.
- **Total cost of the components:** 100% costs are used for the estimates here. Most Providers are receiving 50% reimbursement of their program costs, with the other 50% coming from non-federal sources. To calculate the cost of this component administrative costs of Goodwill NNE and Community Concepts were utilized, minus any tuition costs and out of state travel costs, since their programming is more job search training focused than the other programs delivering post-secondary educational components only. Participant supports for the same Providers were also used in this calculation. Because the same case managers do job search training, work experience coaching, and job retention, it is not possible to break those costs out separately, and they are included in this calculation.

Supports: Goodwill NNE: \$40,000, Community Concepts \$15,790 = \$55,790
 Administration: Goodwill NNE: \$962,023.40- \$35,000 (tuition)-\$5,000 (oos travel) = \$922,023.40
 Community Concepts: 94,690-\$15,158 (tuition)-\$5,000 (oos travel) = \$74,532.

Job Search Training/Work Experience/Job Retention Costs:

Supports + Administration/Participants = Cost per Participant

\$1,052,345.40/395= \$2644.17 per Participant

Job Retention

While Job Retention services may typically be provided for a minimum of thirty (30) days and up to ninety (90) days following participation in job search or job search training and attainment of a job through that FSET participation, Maine recently received approval for a waiver that will allow Job Retention to be provided for up to 365 days. The costs for this waiver are expected to be cost neutral since Case Managers will maintain their current staffing caseload. This component will include case management services and some financial support for equipment, tools, uniforms, and transportation for FSET Participants who attained a job while participating in FSET.

Only Participants who have commenced employment during their FSET participation will be eligible for Job Retention. Providers are not required to enter the Participant in job retention if employment is under thirty (30) hours per week or less than \$12.50 per hour.

See above under Job Search for further information on Job Retention services and costs, which are combined with Job Search services, since are all included in case manager face-to-face meetings.

- **Geographic Coverage:** Limited to FSET Provider locations.
- **Targeted Population:** This service component is available to all FSET Participants who have obtained a job through their FSET participation. Participation will be voluntary.
- **Level of Participant effort:** Expected to serve about 36 Participants, or 10% of total, shown in table above. Costs for this component are combined in other non-work non-education components of Job search and job search training since the same staff perform these activities.
- **Duration:** For up to three-months after attaining a job through FSET Providers, unless extended by approval of a federal waiver request.
- **Organizational responsibilities:** To be outlined in contracts.
- **Per Participant cost of reimbursement:** Administrative costs and Participant supports are included in the cost per Participant. Participants supports necessary for completing this component are subject to the limits identified in Table 1, Section X of this document.
- **Total cost of the component:**

*** Included in Job Search component. Since the same staff who do Job Search Training also do Job Retention and approve Participants Supports, it is difficult to break out this component cost separately. A rough estimate is that Case Management staff would

dedicate 10% of their time, and therefore allocable costs, for Participants in this component. Therefore, the following calculation could be made:

$$\text{Supports + Administration/Participants} = \text{Cost per Participant} \\ \$1,052,345.40/395 = \$2644.17 \text{ per Participant} * .10 = \$264.42$$

Education Components

Maine FSET funds an educational component that improves employability both through basic education leading to a high school diploma or basic skills (English as a second language or other basic courses), and also by supporting post-secondary education for specific high skilled jobs.

1. Post-secondary Education:

This plan year will further relationships with community colleges and other post-secondary education programs that can provide certificate program, associate's, and Bachelor's degrees focused on specific careers that are identified by the Maine Department of Labor as high wage and high demand. These careers are identified at: <https://www.mainecareercenter.gov/docs/2019/CSSPHWIDlist.pdf>.

These educational opportunities are overseen by a FSET Provider who acts as a fiscal agent in collaboration with the post-secondary educational institution. These fiscal agents include Axiom, Community Concepts, Goodwill NNE, Maine Educational Opportunity Center, Sunrise County Economic Council, and the Competitive Skills Scholarship Program.

A new SNAP E&T program will be added this year through partnership with Sunrise County Economic Council (SCEC). Start Up Downeast will partner with Washington County Community College (WCCC) to provide certificate and associates degrees. In addition, other Providers including Goodwill Northern New England, Community Concepts, Axiom, and Maine Educational Opportunity Center (MEOC) will enroll students in post-secondary education and case manage them while they complete training. A renewed partnership with Maine Department of Labor will include the Competitive Skills Scholarship Program (CSSP), where students receiving CSSP scholarships and wanting to enroll in FSET will have a choice of receiving their case management through one of the above-mentioned Providers, or by receiving case management from a CSSP Navigator.

2. Basic Education:

Maine FSET reimburses Providers to deliver or contract to provide services and supports for Participants attending programs that include Adult Basic Education (ABE), basic literacy, English as a Second Language (ESL), and high school equivalency (GED). Maine FSET will not reimburse Providers for tuition for any of these courses where it is otherwise available at no cost to the Participant. At the FFD project, students receive remedial tutoring in such courses as math, reading, computer literacy, and study skills by a local Adult Education agency before they start their college classes.

Educational Components Detail:

- **Geographic Coverage:** Limited to FSET Provider locations.
- **Targeted Population:** This service component is available to all FSET Participants.
- **Level of Participant effort: 200** Participants with post-secondary and basic education combined.
- **Duration:** variable depending on the approved courses.
- **Organizational responsibilities:** To be outlined in contracts with Providers.
- **Per Participant cost of reimbursement:** All tuition, Participant support, and administrative costs for Providers primarily delivering post-secondary educational components are included here. This includes Axiom, SCEC-Family Futures Downeast, SCEC-Start Up Downeast, Maine Educational Opportunity Center, and Maine DOL CSSP program.
- **Total cost of the component:** $\$954,640.50/200 = \$4,773.20$ per Participant

Work Components

Work Experience

The Maine FSET plan will cover work experience components as contracted Providers develop such opportunities. Maine plans to increase work experience opportunities through its collaboration with Goodwill NNE and Maine Department of Labor in this Plan year, and with other agencies or employers. In addition, Goodwill and Community Concepts and Axiom will provide unique training and work “earn while you learn” opportunities. Work experience has the primary goal of developing work skills and employability of recipients. Coordinated work experience will be available statewide as opportunities arise through employers and FSET Providers.

Geographic Coverage: Available only where FSET Providers can support work experience.

- **Targeted Population:** This service component is available to all FSET Participants. Participation will be voluntary.
- **Level of participant effort:** See description above.
- **Duration: variable, depending on the approved program** **Organizational responsibilities:** OFI will record work experience hours performed by Participants into the eligibility system (ACES).

- **Per Participant cost of Participant reimbursement:** Administrative costs and Participant supports are included in the cost per Participant. Participants supports necessary for completing this component are subject to the limits identified in Table 1, Section X of this document. Participants who are participating in other FSET components may receive supports identified for that component.
- **Total cost of the component:** Included in Job Search Training

The costs for FSET Providers to deliver this component are included in the Job Search Training delivered by all Providers, since case managers will work directly with employers to assist the Participant in gaining work experience. Should federal rules be adopted that allow for some E&T 50% funds to be utilized as wages, Maine will amend this plan accordingly.

Part E - Table 2: E&T Component Detail: Non-Education, Non-Work Components (see narrative for more detail)

Component	Description (see narrative for more detail)	Geographic Area	Target Audience	Anticipated monthly Participants (unduplicated count)	Anticipated Monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 Participants
Job Search Training	Workshops and other supervised training to prepare for job search readiness, includes assessment and case management	Areas where Contracted Providers are located ***	All FSET Participants, ABAWDs and Work Registrants prioritized	395/12=33	\$87,695	Contracted Providers	See required National Measures in Attachment 1: Of those completing component, Median Quarterly Wages in 2 nd quarter after completion of participation in E&T
Job Retention Services	Supports available to recipients who obtained jobs through FSET job search activities	Areas where Contracted Providers are located ***	All FSET Participants, ABAWDs and Work Registrants prioritized	See Job Search Training**	(Combined under Job Search Training)	Contracted Providers	Not applicable, less than 12 Participants expected.

* Limit anticipated monthly cost to administrative costs only. This does not include Participant reimbursements.

**These components are combined in a comprehensive package that cannot be broken out to this level of detail.

*** Areas where Contracted Providers are located includes:

Goodwill: Augusta, Bangor/Belfast/Ellsworth, Lewiston, and Portland.

Community Concepts: Lewiston area

FFD and Axiom: Calais and Machias areas

MEOC: statewide

May be expanded as additional contracts are added.

Part E - Table 2: E&T Component Detail: Education Components (see narrative for more detail)							
Component	Description & justification	Geographic Area	Target Audience	Anticipated monthly Participants (unduplicated count)	Anticipated monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<i>Education</i>	HISET and ESL, post-secondary including certificate, stackable credentials, and two-year programs	Areas where Contracted Providers are located***	All FSET Participants, ABAWDs and Work Registrants prioritized	Up to 200 Participants/12= 17	\$79,553	Contracted Providers	See required National Measures in Attachment 1: Of those completing component, Median Quarterly Wages in 2 nd quarter after completion of participation in E&T

* Limit anticipated monthly cost to administrative costs only. This does not include Participant reimbursements.

Part E - Table 2: E&T Component Detail: Work Components (see narrative for more detail)							
Component	Description	Geographic Area	Target Audience (e.g., Homeless, ABAWDs)	Anticipated monthly Participants (unduplicated count)	Anticipated monthly cost*	Provider (Contracted, SNAP agency, or both)	Reporting Measure(s) – if > 100 participants
<i>Work Experience</i>	Paid or unpaid On-the-job training programs with for profit or not-for-profit agencies	Areas where Contracted Providers are located***	All FSET Participants, ABAWDs and Work Registrants prioritized	2	Included with Job Search Training	Contracted Providers	N/A

Part F: Table 3 Estimated Participant Levels

I.	Anticipated number of work registrants in the State during the Federal FY (unduplicated count):	31,569*
II.	Total number of planned State option exemptions from E&T Participation:	31,569
	State Option Exemption Categories	N/A
III.	Percent of all work registrants exempt from E&T (B/A)	100%
IV.	Anticipated number of E&T mandatory Participants (A-B)	0
V.	Anticipated number of voluntary E&T Participants	395
VI.	Anticipated number of ABAWDs in the State during the Federal FY.	16,660**
VII.	Anticipated number of ABAWDs in waived areas of the State during the Federal FY.	10,586***
VIII.	Anticipated number of ABAWDs to be exempted under the State's 15 percent ABAWD exemption allowance during the Federal FY	0
IX.	Number of potential at-risk ABAWDs expected in the State during the Federal FY (F-(G+H))	6074***

* Maine expects its total number of Work Registrants (as federally defined) as of October 1, 2020 to be 16,569, which is a 5% increase from April 2020, and consistent with increases in enrollment due to COVID-19. The number of Work Registrants expected to be added throughout the year is estimated to be 15,000. Therefore, the total number of Work Registrants in Maine for FFY' 2020 is estimated at 31,569 recipients.

** This number was calculated by doubling the current number of ABAWDs, a methodology based on previous discussion from FNS. There are 8330 ABAWDs enrolled currently, though 3037 are currently exempted due to a geographic waiver or for other reasons. If not exempted due to COVID-19 emergency measures or waived through a geographic waiver, 5293 would be subject to work requirements. The ABAWD clock resets on October 1, 2020, which makes this estimate of doubling the 5293 further justifiable.

*** This number is subject to change if a geographic ABAWD waiver is approved for October 1, 2020 through September 30, 2021.

Part G: Summary of Partnerships/Contracts

Program Coordination – The FSET program is part of the State’s Food Supplement program and is administered by the Office for Family Independence in the Maine Department of Health and Human Services. The status of work registrant is determined by Maine’s Automated Client Eligibility System (ACES) as part of the eligibility process and is completed by flagging recipients who meet the federally defined work registration parameters. All Work Registrants are informed that they are subject to work requirements. ABAWDs receive additional information that encourages them to utilize FSET services to assist in meeting their work requirements (please note a geographic ABAWD waiver may impact this requirement). The OFI informs all Work Registrants (including ABAWDs) that they are being referred to FSET Providers and may be contacted to receive information about FSET services.

FSET Providers will receive regularly updated contact information for Work Registrants and ABAWDs in their service areas, so that they can market FSET services and recruit Participants. New ABAWDs will be referred to Providers on a weekly basis so that their participation can be expedited. Assessment will be conducted by FSET Providers upon attendance at an initial meeting or orientation. Each Participant will work with their case manager to develop an employment plan outlining services to be provided and the obligations of the Participant.

Inter-Agency Coordination – Services will be detailed in contract.

Contract Arrangements– See above.

*Cost includes Third-Party reimbursement to determine % of E & T Operating Budget

Section G: Summary of Partnerships and/or Contracts					
Partner/Contractor	Nature of Contract	Total Administrative Costs*	Total Participant Reimbursement Costs*	Total Contract Costs*	% of Total Budget
Goodwill of Northern New England	E&T	\$962,023.40	\$40,000.00	\$1,002,023.40	49.4%
Sunrise County Economic Council- FFD	E&T	\$19,124.00	\$229,542.00	\$248,666.00	12.3%
Sunrise County Economic Council– Start Up Downeast	E&T	\$255,256.32	\$63,750.00	\$319,006.32	15.7%
Axiom Education and Training Center (AETC)	E&T	\$53,640.00	\$29,000.00	\$82,640.00	4.1%
Community Concepts	E&T	\$94,690.00	\$15,790.00	\$110,480.00	5.4%
Maine Educational Opportunity Center (MEOC)	E&T	\$91,035.10	\$17,750.00	\$108,785.10	5.4%
Maine Department of Labor- Competitive Skills Scholarship Program	E&T	\$110,060.08	\$45,325.00	\$155,385.08	7.7%
TOTAL CONTRACTUAL COSTS		\$1,585,828.90	\$441,157.00	\$2,026,985.90	100%

Part H: Contractor Detail Addendum

Partner/Contract Name	Goodwill Industries of Northern New England			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services and Case Management Tool Functions Coordination for all FSET Providers			
Timeline	Start	<i>October 1, 2020*</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Employment and training services to include job search training, workfare, work experience, education, self-employment training, and job retention. The Provider will utilize available WIOA funds to the extent possible at its Portland/York County location and coordinate with other WIOA agencies to the extent possible at its Augusta, Bangor/Belfast and Lewiston locations.			
Funding	<p>Total Program costs are \$1,002,023.40, including third party reimbursement at 50%. The contract includes \$40,000 for Participant supports and \$35,000 for tuition reimbursement, which may be utilized across all sites, with the Provider receiving 100% reimbursement for those two categories. The Provider agency will utilize non-federal funds to meet 50% of the costs of all their E&T programming across all sites.</p> <p>Payment Methodology: All sites including Augusta, Bangor/Belfast, Portland/York County, and Lewiston will be reimbursed at 50% of the billed costs of their programming. The Provider must document that 50% of allowable costs for services utilizing non-federal funds. The State Agency also contracts with Goodwill NNE to provide site licenses for all FSET Providers for the Job Connections database and utilizes a .5 FTE position for technical support and training. These administrative functions are supported with 100% funds. Goodwill NNE has \$40,000 budgeted for Participant reimbursements, with the State of Maine contributing 50% of these funds. Goodwill NNE utilizes these funds across all Job Connection locations to reimburse transportation, childcare and other books, tools and equipment necessary to complete programming. Goodwill NNE collaborates with WIOA funding whenever possible to reimburse Participant services and supports.</p>			
Evaluation	See Attachment 1, also Provider will provide WIOA Outcome Measures			

Partner/Contract Name	Sunrise County Economic Council (SCEC)- Family Futures Downeast			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Employment and training services, primarily the educational component, but also to include job training, and case management supports.			
Funding	FY'20 Funding: \$248,666 (\$121,833 50% third-party reimbursement). Childcare, transportation, and Participant Supports are funded for open Food Supplement recipients who are not enrolled in TANF will be paid through E&T funding. In addition, the contract funds an indirect rate on top of Participant supports, and \$5000 for out of state travel to the SNAP E&T National Forum and/or other SNAP E&T regional meetings. The Provider will provide 50% of the funds through non-federal dollars. Other program costs are covered by the TANF program. The FFD program has \$243,666 dedicated to its childcare program and other Participant supports including transportation, books, tools and equipment necessary to complete programming. The childcare costs of this program are significantly higher than other programs since all Participants have at least one child in childcare/early childhood education during the Participants' classroom hours. Transportation reimbursement is also significantly higher due to the fact that there is no public transportation available, and automobile repairs are often required to have transportation available. The Provider will receive 50% reimbursement for Participant supports, with non-federal funds utilized.			
Evaluation	See Attachment 1, and Defined in Contract			

Partner/Contract Name	Sunrise County Economic Council (SCEC)- Start Up Downeast			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services			

Partner/Contract Name	Sunrise County Economic Council (SCEC)- Start Up Downeast			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Employment and training services, primarily educational component. Job Search training and case management provided for all Participants.			
Funding	FY'20 Funding: \$319,006.32 including Administrative costs, tuition, and Participant supports, which will be reimbursed at 50%. 100% funds are provided as a one-time allowable cost (\$18,810) to purchase laptop computers to establish a laptop loaner program. Start Up Downeast has budgeted \$63,750 for Participant supports and will receive 50% reimbursement. Participant supports will include transportation, childcare and other books, tools and equipment necessary to complete programming. Because of its rural location with no access to public transportation, gas cards and automobile repairs are expected to be higher for this program than for some of the other FSET programs.			
Evaluation	See Attachment 1, and Defined in Contract			

Partner/Contract Name	Axiom Education and Training Center			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Employment and training services, to include Certified Nurse's Aide Training, Certified Residential Medication Aide, and Personal Support Specialist trainings. Case management and job search training included for up to 60 Participants. Axiom Participant supports are budgeted at \$29,000, to include \$12,000 for childcare and \$17,000 for transportation and other books, tools and equipment necessary to complete programming. The Provider will receive 50% reimbursement for these supports.			
Funding	FY'20 Funding: \$82,640 program costs (50% third-party reimbursement). The Provider will provide 50% of the funds for services and Participant Supports through non-federal dollars.			
Evaluation	See Attachment 1, and Defined in Contract			

Partner/Contract Name	Community Concepts			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Employment and training services for 25 Participants.			
Funding	FY'20 Funding: \$110,480 (50% third-party reimbursement). The Provider will provide 50% of the funds through non-federal dollars. The Provider works with Western Maine Community Action, the western Maine WIOA agency to coordinate services and fund additional Participant supports. Community Concepts Participant support reimbursements are budgeted at \$15,790, with the Provider receiving 50% reimbursement. They include transportation, childcare, and books, tools and equipment necessary to complete programming. In addition, the contract funds \$5000 for out of state travel to the SNAP E&T National Forum and/or other SNAP E&T regional meetings.			
Evaluation	See Attachment 1, and Defined in Contract			

Partner/Contract Name	Maine Educational Opportunity Center (MEOC)			
Monitoring and communication with contractor (s)	<i>contract</i>			
Role of Contractor	Employment and Training Services			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Provides fiscal intermediary role for Participants in Post-secondary education and reimburse supports for 30 Participants.			
Funding	FY'20 Funding:\$108,785.10 (100% reimbursement). This program will be funded with Maine 100% funds. MEOC has \$17,750 budgeted for Participant supports. The State of Maine will contribute 50% of the Participant support funds for this contract. The Participant support			

Partner/Contract Name	Maine Educational Opportunity Center (MEOC)
	reimbursements will include transportation, childcare and other books, tools and equipment necessary to complete programming.
Evaluation	See Attachment 1, and Defined in Contract

Partner/Contract Name	Competitive Skills Scholarship Program (CSSP)			
Monitoring and communication with contractor (s)	<i>Memorandum of Understanding</i>			
Role of Contractor	Post-Secondary Education Scholarships and Participant Supports			
Timeline	Start	<i>October 1, 2020</i>	End	<i>September 30, 2021</i>
Description of Activities/Services	Post-secondary education and supports for 25 Participants.			
Funding	The CSSP program costs are estimated to be \$155,385.08 for this plan period. The Maine DOL will contribute 50% of the Participant support funds for this contract. The CSSP program anticipates that Participant support reimbursements will be \$45,325, with 50% reimbursed by FNS. Supports will include transportation, childcare and other books, tools and equipment necessary to complete programming. Participants may choose to enroll in FSET directly through the CSSP program and receive case management with a CSSP navigator or enroll with another FSET Provider and receive CSSP funds. The 50% reimbursement from FNS will go back to the CSSP program to fund their administrative costs and increase CSSP FSET scholarship funds.			
Evaluation	See Attachment 1, and Defined in MOU			